



# ***Request for Updated Information***

## ***-State of Washington Department of Transportation Notice to Consultants WSDOT Urban Corridors On-Call Roster Updates***

WSDOT requests that firms that currently have an On-Call agreement with WSDOT's Urban Corridors Office (UCO) provide updated information.

The purpose of this advertisement is to obtain updated information from all firms that currently have an agreement with WSDOT for work with UCO for the following categories of work:

- On-Call Engineering Design Services
- On-Call Engineering Management Services
- On-Call Environmental Services
- On-Call Hydraulic Engineering Services
- On-Call Traffic Engineering Services

If your firm does not have a current On-Call contract with UCO for any of the above categories, please do not respond to this advertisement.

**There will be a separate advertisement for additional firms to receive On-Call contracts with UCO for the above categories in the near future.**

### **Updated Information**

Consultants are requested to submit their updated information at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this request. The updated information is limited to a total maximum number of fifteen (15) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Consultants must submit a separate updated packet of information for each On-Call contract that they currently have with UCO. For example, if your firm has an On-Call design and On-Call Environmental contract with UCO, you must submit a separate packet of information for each contract.

Your updated packets of information must include the following:

- A letter of transmittal;
- Updated firm Organizational Chart;
- Updated resumes for each of your key personnel; and
- Updated Submittal Information Packet form.



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The page limitation does not apply to the front and back covers of your updated packet of information, the letter of transmittal, or your Submittal Information Packet form.

Materials submitted in response to this request shall become the property of WSDOT and will not be returned. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Two (2) copies of your updated packets of information for each current On-Call UCO contract, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Tuesday, June 17, 2003:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

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